

Overview

Amendments to the City's General Plan or specific plans may become necessary when a project cannot adhere to the established land use designation or applicable policies/regulations. Such amendments can be initiated by a private party, the Planning Commission, or the City Council. Amendments to the General Plan or a specific plan generally take the form of changing the land use; e.g., from residential to commercial. However, sometimes these changes can take the form of text changes. Zoning changes may be done concurrently with a General Plan amendment to ensure that the designated zone is in conformance to the General Plan, so that exceptions, or variances, to the regulations do not become necessary.

Submittal Requirements

No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department:

1. One copy of the completed Universal Application.
2. The required application fee.
3. One copy of the preliminary title report on the subject property no more than three months old at the time of submittal.
4. A narrative description of the specific changes being requested and setting forth the reasons for the request.
5. An exhibit map drawn to scale showing the site and including north arrow.
6. All above materials in an electronic format.
7. Prior to determining that your application is complete, signage must be posted on the affected property in accordance with Chapter 17.800 of the Brentwood Municipal Code.
8. Additional information as deemed necessary by the Community Development Department.

Processing Time

General Plan and specific plan amendments are typically processed in 3-6 months, depending on the environmental process that is required for the project. After a review of the application, the Community Development Department will be able to provide further clarification on the expected time required for processing.

Public Hearings Required

General Plan amendments and specific plan amendments require one public hearing before the Planning Commission and one public hearing before the City Council. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper with the notice period conforming to what is required per the environmental document.

Appeal Process

Decisions made by the Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. Any affected party may appeal a decision of the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission become effective 10 days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.